



DUCKWATER SHOSHONE TRIBE

511 Duckwater Falls Road, P.O. Box 140068

Duckwater, Nevada 89314

(775) 863-0227 Phone

(775) 863-0301 Fax

JOB ANNOUNCEMENT

POSITION: GRANTS ACCOUNTANT

**LOCATION: DUCKWATER SHOSHONE FINANCE DEPARTMENT
DUCKWATER, NEVADA**

SALARY: NEGOTIABLE, D.O.E.

OPENING DATE: August 31, 2022

CLOSING DATE: Open until filled

JOB DESCRIPTION:

Under the direct supervision of the Manager has overall responsibility for the program files, funding award notification, acquisition of funds, modifications, maintenance of all grant proposals. Provide technical assistance and maintain all processing regarding grants and contracting, reporting, funding status, compliance, and auditing requirements to the Finance Manager, Program Managers, and work with auditors.

DUTIES AND RESPONSIBILITIES:

1. Ensure grant reimbursement requests and required documentation are filed in a timely manner for all state grants.
2. Ensure that the Tribe is in compliance with grant requirements.
3. Monitor and maintain contract and grant files, to ensure that all documentation to each grant is in the same location (proposal, award, bidding, expenditures matching amount etc.)
4. Maintain Contract and Grant reporting requirements; ensure all reports are filed in a timely manner as required by the funding agency.
5. Maintain an overall centralized grant and contract file system on all grants and contracts received by the Tribe.
6. Report all grant & contract budget activity to the Finance Manager as required.
7. Monitor budget activity and coordinate with the Finance Manager for recommendations to program managers.
8. Work collaboratively with auditors to produce documents as requested.

9. Prepare Federal Financial reports (425) and provide system reports as requested by funding agency.
10. Prepares request for drawdown of operating funds from external agencies.
11. Reconciles monthly the funding agency letters of credit and other sources of revenue with compact/contract/grant awards to ensure that funds are on hand in a timely manner. Coordinates with program managers and accounting staff.
12. Prepares and enter monthly journal entries for all program charges, including fuel.
13. Assist in the preparation of presentations, correspondence, etc. by the Finance Manager.
14. Maintains Posted Journal Entries in chronological order in binders.
15. Updates fixed asset system with additions and deletions as needed.
16. Perform bi-annual inventory of fixed assets.
17. Serves as back up to Postmaster as needed.
18. Performs other duties as assigned by supervisor.

QUALIFICATIONS:

A mature professional style individual with at least an Associates of Accounting Degree or equivalent of 5 years experience in the accounting field.

Must have working knowledge of accounting computer systems preferably in MIP or the ability to adapt and learn quickly in the financial accounting system reporting program utilized by the tribe.

Must be proficient at all standard office machines.

Must have excellent verbal and written command of the English language.

Must have ability to work well with co workers, others, within and outside of the Tribe.

Must have the ability to pay close attention to detail, while handling simultaneous projects under deadline pressure.

Must have exceptional organizational and follow-through skills, with the ability to multi-task and prioritize in a fast paced environment.

Experience with MS Word, Power Point, and Excel computer program is a must.